

Administrative Assistant- (OGC)

SUMMARY

Title: Administrative Assistant - (OGC)

ID: 5609

Department: Client Services

Location: Quantico, VA

DESCRIPTION

Job purpose

ARIEL Business Group, Inc., (ARIEL); a diverse Florida based enterprise and government consulting company that has been providing outstanding results for our clients for many years the Federal Bureau of Investigation's (FBI) Office of the General Counsel including the Investigative & Administrative Law Branch (IALB) front office, the National Security & Cyber Law Branch (NSCLB) and the Forensic Sciences Law Unit (FSLU).

The Federal Bureau of Investigation (FBI) is the principal investigative arm of the United States Department of Justice. The Bureau is charged with gathering and reporting facts, locating witnesses, and obtaining evidence in cases involving Federal jurisdiction. The FBI Office of the General Counsel (OGC) provides comprehensive legal advice to the Director, other FBI officials and divisions, and field offices on a wide array of investigative and administrative operations. The Contractor shall provide personnel with experience and professional proficiencies in administrative and related support services to assist the Front Offices of the Office of General Counsel and Quantico Virginia. One (1) will be assigned to the Quantico Laboratory and one (1) to the Quantico FBI Academy, and one (1) to FBI JEH. These tasks are designed to perform administrative functions, improve overall business operations, and maximize the efficient use of FBI attorney and support personnel time.

Duties and responsibilities

- Receive and screen all telephone calls as needed for the Unit, determines the nature, purpose, and sensitivity of the call, and

recommends to responsible personnel whether or not the circumstances require personal attention or refer the call to appropriate staff

- Assist with daily scheduling and monitoring of Special Agents and Intelligence Analyst class schedules for IALB
- Assist with annual equipment inventory, coordinating with administrative unit on tracking, logging, scanning, and locating inventory of staff in the Branch
- Interface with personnel to coordinate meetings; maintain logs, records, and files; provide end-user support; and perform general administrative duties
- Assist in transaction level management of budget and bills as requested with financial management
- Prepare and/or maintain documentation, procedures, and methods, including user reference manuals
- Route questions via phone and email to the relevant attorney.
- Assist unit executive and employees with administrative needs such as clerical support, data processing, and office administrative organization
- Develop, draft, write and edit reports, briefs, proposals, and other documents
- Schedule, arrange, and new employees and visitors for trainings and other engagements with prior approval, or upon request, and based on established practices
- Ensure non-access personnel requiring access to the SCIF gained entry and signed in as appropriate; directed to appropriate office
- Assist with calendar, conference room schedules, interviews and meeting invites as needed
- Transmit, receive, and acknowledge electronic mail and messages, checking transmittals for proper clearances; prints hard copies of incoming mail or messages and routes to designated units entering applicable date, time, or other identifying data into electronic files or documents, as may be required. May be responsible for supplies, equipment, and printing and maintenance services
- Prepare documents for imaging/scanning; and scan, copy and file documents.
- Develop, draft, and edit reports, briefs, correspondence, proposals, and other documents
- Proofread, merge document versions, and other document editing before submitting them for final review, using Microsoft Office Products.
- Pull, track, and re-file documents in the designated database or paper

filing system identified by existing SOP

- May be responsible for procurement of office supplies and coordinating equipment, printing, and maintenance services. • Assist with the preparation of prospective OGC intern intake by organizing, sorting, and filing of applicant packets
- Make travel arrangements and maintains computerized record of itineraries, including their drafting and preparation. Reviews itineraries prepared by others to maintain awareness of movement, at all times, so that they may be contacted as necessary
- Arrange for conferences, assuring that room, seating supplies, back-up information or equipment is available. Reviews travel voucher when trip is completed. In response to frequent unavoidable changes in DGC's schedule, adjusts the appointment schedules of others, and notifies DGC regarding schedule or appointment changes and other engagements with prior approval, or upon request, and based on established practices.
- Maintain personnel records for the Branch, showing dates of entry, assignments and changes of status, residences, and telephone numbers, as assigned by the COS
- Assist in Discovery and court preparation by organizing, scanning, and Bates-Stamping FBI discovery documents for delivery to opposing counsel
- Prepare files for hearings and trials; assemble notebooks; pull file copies of documents, tab binders, number, bind, label, re-file documents and shelving; pack boxes and prepare them for shipment
- Organize paperwork and overall general office files according to an efficient filing system and digitalize all important documents
- Assist Paralegal with the Discovery files and organizing them into the electronic filing system
- Compile, maintain, and update FSLU records as directed
- Assist with calendar, conference room schedules, interviews and meeting invites, as needed
- Proofread, merge document versions, and other document editing before submitting them for final review, using Microsoft Office Products.

Qualifications

- Required Active Clearance: Active Top Secret (TS)

- Minimum Education and Experience: Shall have an Associate's Degree; and at least one (1) year experience administrative services; OR shall have at least four (4) years of experience in the field of office management or a related area (Previous experience with the FBI OGC processes will be considered but are not required).
- • Shall have at least one (1) year experience coordinating schedules and scheduling meetings using MS Outlook.
- • Shall be proficient in use of MS Word to create and format documents using its dynamic features (e.g., sections, styles). Proficient in using Excel's basic calculations functions and formatting to create tables, charts, and graphs.
- • Shall have demonstrated clerical experience in drafting memos, reports, and other document without grammatical or typographical errors. Familiarity with basic legal terms.
- • Shall have demonstrated customer service orientation and interpersonal skills.
- • Shall have demonstrated ability to manage supplies and ensure office equipment such as printers and fax machines are fully operational; in an office of >40 professionals.
- Shall have strong communication skills: ability to interact with supervisors and peers

Working conditions

Working conditions are normal office environment. Within a secured, cleared federal working spaces with privileged access and working with sensitive information

Physical requirements

Normal office environment mobility: sitting, walking, bending, stooping, standing, lifting a maximum of 25 pounds (greater than 25 pounds requires a two-person lift), turning, pushing. Normal office dexterity, to include reaching, handling, grasping, to include typing/keyboard, and phone use.

These are key requirements for individuals to be able to work in this environment. However, ARIE complies with all Americans with

Disabilities Act provisions. Should an employee require accommodation, please speak with his/her manager or email HR (humanresources@arielbusinessgroup.com).

EQUAL OPPORTUNITY EMPLOYER: ARIEL is an Equal Opportunity Employer. ARIEL does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

DRUG FREE WORKPLACE:

As part of our commitment to safeguard the wellbeing of our employees and to provide a safe environment for everyone, ARIEL has established a drug-free workplace policy consistent with The Drug-Free Workplace Act of 1988.

ARIEL, requires job applicants to submit to a drug/alcohol test and may use a refusal to submit to a drug/alcohol test or a positive confirmed drug/alcohol test as a basis for rejecting to hire a job applicant. A job applicant is a person who has applied for a position with ARIEL and has been offered employment conditioned upon successfully passing a drug/alcohol test, and may have begun work pending the results of the drug/alcohol test.